

On 25 August 2020, the Ministry of Education, Youth, and Sports registered the Disciplinary Regulations for Students of the University of Finance and Administration [Vysoká škola finanční a správní, a.s.] pursuant to Section 36(2) and (4) and Section 41(2) of Act No. 111/1998 Coll., on higher education and on amendments and additions to other acts (Higher Education Act), as amended, under ref. no. MSMT 32579/2020-7 these Study and Examination Regulations of the University of Finance and Administration [Vysoká škola finanční a správní, a.s.]

*Mgr. Karolína Gondková*  
*Director of the Office of Higher Education*



**Study and Examination Regulations**  
**of the University of Finance and Administration**  
**[Vysoká škola finanční a správní, a.s.]**

Prague  
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# **Part One**

## **General Provisions**

### **Article 1**

#### **General Provisions**

1. The Study and Examination Regulations shall apply to all employees and students of Vysoká škola finanční a správní, a.s. (hereinafter the "University of Finance and Administration") who study in accredited study programs and, with the exception of Part Three, also to participants in continuing education programs (hereinafter "Continuing Education Programs") provided by the University of Finance and Administration pursuant to Act No. 111/1998 Coll., on higher education and on amendments and addenda to other acts (Higher Education Act), as amended.
2. Studies in accredited degree programs are conducted in full-time or combined format in Czech or English in accordance with the accreditation decision. The standard term of study in full-time and combined form is 3 years for a bachelor's degree program, 2 years for a master's degree program, and 3 years for a doctoral degree program.

### **Article 2**

#### **Structure of studies and academic year**

1. Studies are divided into semesters, years, or blocks. Each semester, year, or block is divided into periods of instruction, examinations, and vacation.
2. The academic year lasts 12 calendar months and its beginning, progress, and end are defined in the specific organization of the academic year concerned. The calendar for the given year may be supplemented or amended with numbered appendices.
3. The exact calendar of the given academic year is published in the public section of the website on the official notice board of the University of Finance and Administration by 30 June of the preceding academic year.
4. A student's study activity consists primarily of self-directed independent work assigned and supervised by academic staff.
5. Courses are taught in the form of lectures, seminars, and exercises in the full-time form of study or in the form of an intensive camp in the combined form of study. Academic staff also ensure that their office hours are scheduled in a manner suitable to the study burden and the number of students. Attendance at lectures is recommended, attendance at seminars and tutorials in the full-time form of study is mandatory up to 75%, attendance at intensive camps in the combined form of study is mandatory up to 50%. The specifics shall be determined by

the Prorector for Legislation and Degree Programs at the proposal of the relevant Dean. In the case of studies in a doctoral degree program, the requirements for participation in classes shall be determined by the Prorector for Research and Development.

6. Courses of study are either required, elective, or optional. Electives may consist of specializations within a given degree program.

7. Studies within an accredited degree program are carried out according to curricula containing the courses to be completed per semester and year, the form of study, and the number of hours per week or semester. The curricula also specify which courses and in which semesters and years examinations, classified credits and credits, and doctoral examinations are required. The curricula shall also specify the study burden expressed in terms of the number of credits in each course and possible specializations.

Upon Rector approval, professors, associate professors, and eminent representatives of theory and practice may declare and define academic seminars exceeding the scope of the accredited degree program.

### **Article 3**

#### **Professional practice**

Professional practice is incorporated into professionally oriented degree programs in accordance with the curriculum.

Professional practice is also implemented in the preparation of a student's qualification thesis. It may also be carried out in the form of an elective course if a student so requests, particularly in the context of an internship abroad.

## **Part Two**

### **Bachelor's and postgraduate master's degree programs**

#### **Article 4**

##### **Admission and enrollment**

1. The Rector shall make the admission decision. The decision must be issued within 30 days of verifying the conditions for admission. The applicant may appeal the decision within 30 days of being notified of the result. The Rector is the appellate authority.
2. The applicant becomes a student of the University of Finance and Administration on the registration date. The applicant shall register within the time limit set by the University of Finance and Administration. No later than by the registration date the applicant is required to submit to the University of Finance and Administration a signed study contract, proof of payment of tuition, and his/her photograph for the purpose of making a student ID card and publishing it in the Information System of the University of Finance and Administration (hereinafter "University of Finance and Administration IS"). Registration will not be performed without submitting these documents.
3. A student may enroll in a higher year if he/she has met all the study requirements for the previous year and paid the tuition.
4. All students of the University of Finance and Administration bachelor's and master's degree programs study in a credit system conforming to the European Credit Transfer and Accumulation System (hereinafter "ECTS").
5. Credits are defined as a quantitative expression of the study burden of a certain part of a student's studies. Under the ECTS, one credit generally corresponds to 25 to 30 hours of study. The standard number of credits for a three-year bachelor's degree program is 180 credits and for a two-year master's degree program 120 credits (i.e. 60 credits per academic year and 30 credits per semester).
6. Upon registering for the first year, students are enrolled in all courses set out in the curriculum for a total of 60 credits. A student may enroll in the second year if he/she has earned at least 40 credits for the courses registered in the first year. He/she shall register for all courses specified in the curriculum for the second year of study, as well as courses not completed from the first year according to the curriculum, which he/she shall pay for on the basis of the cost of a credit hour in the given academic year. A student may enroll in the third year of a bachelor's degree program if he/she has obtained at least 100 credits for registered courses from the curriculum for previous years. In non-standard cases, students are required to complete more than 60 credits per academic year. In these cases (e.g. repeating a year, foreigners studying with the obligation to take Czech language classes), the student may transfer courses from accredited studies to the next year for a maximum of 20 credits. These cases are specified in greater detail in a different internal regulation of the University of Finance and Administration or are part of the contractual conditions.
7. If a student does not enroll in a higher year by 15 October of the relevant academic year, he/she is not entitled to participate in classes or meet study obligations and his/her studies may be terminated. The Prorector for Legislation and Degree Programs shall decide on the completion of studies. The student may appeal the decision within 30 days of being notified of the result. The Rector is the appellate authority.

8. Registration shall take place on the dates specified in the approved calendar of the relevant academic year. Alternative dates for enrollment shall be set by the Director of the Office of Student Affairs.

9. Graduates of Continuing Education Program programs organized by the University of Finance and Administration as part of accredited degree programs pursuant to section 60(2) of the Higher Education Act may be admitted to an accredited degree program without an entrance examination under the conditions laid down in other regulations of the University of Finance and Administration

## **Article 5**

### **Evaluating the course and results of studies**

1. Formal evaluations of the course and results of studies primarily include comprehensive examinations, examinations (hereinafter "examinations"), and credit.
2. The rules for evaluation are set by the course supervisor and published in the IS of the University of Finance and Administration before the start of the course in the given semester.

3. The result of an examination is graded as follows:

Alphabetical designation	Grading scale	Numerical value
A	Excellent	1.0
B	Very Good	1.5
C	Good	2.0
D E	Average, Below Average	2.5
F	Failure	4.0

4. The examiner shall enter grades into the University of Finance and Administration IS by their alphabetical designation. The numerical value is used to determine the grade point average. A grade of "failure" also applies for to withdrawal from the examination at any time after the examination has started or to cases where the student refuses to accept the examiner's grading for the examination (refusing a grade). Credit certifies continuous fulfillment of specified study obligations, is evaluated with the words "credit" or "no credit", and is recorded in the University of Finance and Administration IS with the letters "Z" [*započteno*] or "N" [*nezapočteno*]. The student is obliged to secure credit from the teacher who led his/her instruction in the given subject. The examiner is responsible for ensuring that the result of each student's course assessment is recorded in the University of Finance and Administration IS no later than three working days after the date of the examination or award of credit. In cases specified later in these Study and Examination Regulations, a student may be given a grade of "minus", which corresponds to the numerical value of 4.0.

5. The examiner is entitled to terminate the examination if the student seriously or repeatedly violates the examination rules, uses unauthorized aids during the examination, or otherwise seriously disrupts the examination. Termination of the examination under the first sentence corresponds to a grade of "failure".

6. Examinations may be taken orally, in writing, or in a combination of these formats. The examination shall begin with the drawing of lots for questions in oral exams or the first problem or topic of a written exam and shall be ended by the examiner. The student is entitled to ask to see his/her written work.

7. Examinations may be taken a maximum of three times, once at the regular date and time and twice at a make-up date and time. At the second make-up examination, the student shall take the examination orally before a committee of at least two members (hereinafter "board examination") appointed by the division head, in which case a record of the examination shall be made and kept by the division. The Rector shall decide on the authorization of an extraordinary date and time for the board examination at the request of the student. The student may appeal the decision within 30 days of being notified of the result. The Rector is the appellate authority.

8. The dates of the examinations, the place where they are to be held on campus, and the method of registering for the examinations must be announced by the examiner in accordance with the approved academic calendar. Examiners shall be appointed by the division head from among the academic staff responsible for teaching of the relevant course in the academic year.

- a) For full-time students, the dates and venues of examinations shall be announced at least 14 days before the start of the examination period, in sufficient quantity as to allow

students to choose regular and make-up dates within the examination period. A student must register for the examination at least one week before the examination period begins for all regular dates for all courses. He/she shall schedule the actual examination so that he/she can also take make-up examinations during the regular examination period if needed. A student who is registered for an examination may only withdraw from it due to serious reasons.

- b) For students in the combined form of study, the examination period is continuous throughout the academic year after the end of the given course. The dates and venue of examinations are announced by the examiners normally 14 days after the end of the course. Students are required to report for examinations no later than 7 days after the date is announced.
- c) The examination period is announced in three stages. The examination period of 4 to 6 weeks, usually immediately following the end of the winter or summer semester, is designated for ordinary examination dates. The extended examination period and supplemental additional examination period are intended primarily for make-up examination dates. The specific dates of the examination periods are set out in the calendar of the relevant academic year.
- d) A student has the right to register for the relevant examination date regardless of which teacher is giving the examination on that date.

9. For both combined and full-time students, the examiner is:

- a) authorized to announce examination dates even at times prior to the beginning of the examination period of the winter or summer semester of that academic year (pre-terms), with the approval of the division head,
- b) required to announce examination dates for winter semester courses in the extended examination period during the summer semester of the academic year,
- c) required at the prompting of the division head to announce additional examination dates in the extended examination period during the month of June of the relevant academic year; d) required in justified cases, by decision of dean and with the approval of the division head to announce examination dates in the additional examination period during July and August of the relevant academic year.

10. If a student fails to appear for an examination at the time for which he/she has registered without a proper excuse, he/she shall receive a grade of “incomplete”. The same grade shall be awarded if the student fails to report for the announced ordinary date in accordance with paragraph 8(a) and (b). A grade of “incomplete” corresponds to a numerical grade of 4.0 and forfeiture of the examination date if the student does not subsequently provide an excuse. The division head shall decide whether to accept the excuse, which must be received no later than 7 days after the examination date. The student may appeal the division head's decision to the dean within 7 days of notification of the decision.

11. The student must present proof of identity to the examiner before the examination begins. The examiner is obliged to verify the student's identity on the spot by means of the identity document and the photograph published in the University of Finance and Administration IS. The examination cannot be taken without fulfilling this obligation. The examiner is entitled to examine only those students who have successfully completed the predetermined required preceding coursework (prerequisites).

12. If the examination is conducted in written form, the examiner is obliged to archive the relevant written work (test, written thesis, seminar paper, etc.) until the end of the relevant academic year.

## **Article 6**

### **Individual study**

1. Individual study is governed by an individual curriculum or individual study obligations, which determines the specific organization and timing of the studies.
2. Individual curricula shall be approved by the Prorector for Legislation and Degree Programs on the basis of a student's application, as a rule for one academic year. This is mainly due to transfers from other universities or higher education institutions, or transfers within the University of Finance and Administration. An individual study plan allows the student to arrange with their teachers individual consultations and alternative assignments and deadlines for fulfilling study obligations at the beginning of the semester.
3. The Rector approves the individual fulfillment of study obligations on the basis of the student's application, usually for one academic year. Individual performance of study obligations as part of the standard curriculum allows the student to arrange with their teachers individual consultations and alternative assignments and deadlines for fulfilling study obligations at the beginning of the semester. This is for students who are unable to meet the extent of compulsory attendance mainly due to serious health or work reasons.
4. A student may apply for permission to fulfill study obligations on an individual basis due to reasons related to care for a child. In such cases, the student is entitled to an extension of the time limits for fulfilling study obligations and for fulfilling the conditions for advancement to the next year by the amount of time during which maternity leave would otherwise be taken, provided that the student does not interrupt his/her studies during this period.
5. The procedure for the preparation and approval of an individual curriculum and the individual fulfillment of study obligations shall be determined by decision of the Rector.

## **Article 7**

### **Studies of graduates of vocational schools**

The University of Finance and Administration sets different conditions for the fulfillment of study obligations, including different content, for graduates of vocational schools who have been admitted under Article 18(9) of the Bylaws to complete bachelor's degree programs. The details of the conditions, in particular the recognition of the examinations taken, shall be determined by decision of the Rector.



## **Article 8**

### **State final examination**

1. The State Final Examination shall be held before an examination committee. The progress of the state final examination and the announcement of the results shall be public.
2. Only professors, associate professors, and experts approved by the University Council shall have the right to administer state final examinations.
3. The examination committee shall consist of at least three members. The chair and members of the examination committee shall be appointed and dismissed by the Rector at the proposal of the dean of the relevant faculty and the approval of the Prorector for Legislation and Degree Programs. Other members of the examination committee may be appointed by the Ministry of Education, Youth, and Sports (hereinafter the "Ministry") from among eminent experts in the field.
4. A state final examination consists of the following parts:
  - a) defense of the qualification thesis,
  - b) examinations in subjects designated for the degree program in question.

The individual parts of a state final examination may take place separately on different dates.

5. The state final examination can be taken only after fulfilling all the study obligations prescribed by the curriculum (i.e. min. 180 credits for the bachelor's degree program and min. 120 credits for a postgraduate master's degree program), or after completing a comprehensive part of the degree program before reaching the minimum credit value of the given studies (prerequisites based on curriculum in question). Participation in state final examinations is also dependent on the student's settlement of all financial obligations to the University of Finance and Administration, in particular payment of tuition and administrative fees.
6. State final examinations are held on the dates set by the approved calendar of the respective academic year.
7. The student is obliged to register for the ordinary state final examination and to take this examination on the date set by the calendar of the academic year. In the event that the student fails to report for the examination or fails to appear without a proper excuse, the regular term of the state final examination shall be forfeited and a grade of "minus" recorded in the University of Finance and Administration IS. A student who fails to meet all the prescribed study requirements stipulated in curriculum, who fails to report for the state final examination, or who fails to pass all its parts within the standard term of studies shall submit an application for extension of studies beyond the standard term of studies by one academic year to the Director of the Office of Student Affairs; upon approval of the application, an addendum to the study contract shall be concluded. The request may be approved only if the missing study requirements do not exceed 20 credits. An addendum to the study contract may be concluded only for the two years following the end of the standard term of study. During this period, the student is obliged to complete the missing study requirements and to graduate with a state final examination. In cases worthy of special consideration, the Rector may grant an exception for a longer term of study.

8. If a student fails to fulfill all prescribed study obligations stipulated in the curriculum or fails to report for the state final examination or to pass all parts of it within the standard term of studies or within the extended period pursuant to paragraph 7 and does not apply for an extension of studies beyond the standard term of studies, this shall constitute grounds for termination of studies. The Prorector for Legislation and Degree Programs shall decide on the completion of studies. The student may appeal the decision within 30 days of being notified of the result. The Rector is the appellate authority.

9. The individual parts of the state final examination are graded with grades of "excellent" (1), "very good" (2), "good" (3), and "fail" (4).

10. The state final examination is evaluated as a whole as follows:

- a) a grade of "excellent" if the arithmetic average of all final grades is less than 1.5,
- b) a grade of "very good" if the arithmetic average of all the final grades is equal to or greater than 1.5 and at the same time less than 2.5,
- c) a grade of "good" if the arithmetic mean of all the final grades is equal to or greater than 2.5,
- d) a grade of "fail" if at least one part of it is graded as "fail".

11. A grade of "fail" shall also be given in cases of withdrawal from the final examination at any time after the examination has begun.

12. The examination committee is entitled to terminate the examination if the student violates the examination rules grossly or repeatedly, uses unauthorized aids during the examination, or otherwise seriously disrupts the examination. Termination of the examination according to the first sentence corresponds to a grade of "fail".

13. In the case of a grade of "fail", the reasons for the failing grade shall be recorded in the final report of the state final examination.

14. If the student fails to appear for the state final examination on the date summoned without a proper excuse, he/she shall receive a grade of "incomplete". A grade of "incomplete" corresponds to a grade of "fail" and forfeiture of the examination if the student has not subsequently provided an excuse. The Prorector for Legislation and Degree Programs shall decide whether to accept the excuse, which must be received no later than 7 days after the examination date. The student may appeal the decision to the Rector within 7 days of notification.

15. The state final examination is opened by drawing lots for questions. The state final examination shall be conducted, concluded, and its results publicly announced by the chair of the examination committee.

16. The results of the individual parts of the state final examination shall be decided by the examination committee by voting on the proposal of the examiner in a closed session. In the event of a tie, the chair of the board shall have the deciding vote.

17. A student who has received a grade of "fail" or "incomplete" in the individual parts of the state final examination shall have the opportunity to apply to take them at the next specified date. The individual parts of the state final examination may be repeated a maximum of two times. The Rector shall decide on the authorization of an extraordinary date and time for the state final examination at the request of the student. The student may appeal the decision within 30 days of being notified of the result. The Rector is the appellate authority.

18. If a student fails to pass the state final examination even on the third date or an extraordinary date as referenced in paragraph 17, this shall constitute grounds for termination of studies. The Prorector for Legislation and Degree Programs shall decide on the completion of studies. The student may appeal the decision within 30 days of being notified of the result. The Rector is the appellate authority.

19. The level of student success during and upon completing studies is expressed in terms of grade point average.

20. The average grade for the entire course of study is calculated as the arithmetic average of the grades obtained in all examinations taken during the specified period, including examinations with a grade of "fail".

21. The overall grade for studies completed in accordance with paragraph 16 shall be

- a) "passed with honors",
- b) "pass",
- c) "fail"

22. A student who has successfully passed the state final examination in due time shall be awarded a diploma with honors if he or she has completed his or her studies within the standard term of study of the relevant bachelor's or postgraduate master's degree program, his/her final state examination was graded as "excellent" overall, and at the same time his/her grade point average for the entire term of study during the standard term of study did not exceed 1.50 as defined in paragraph 19, and at the same time he/she was graded as "good" in no more than two courses during the entire term of study and did not receive a grade of "fail" or "incomplete" in any subject. An exception may be granted by the Rector.

23. Additional corrections of grades or evaluations are not permitted.

## **Article 9**

### **Qualification thesis**

1. The student shall select the topic of the qualification thesis from the lists of topics announced by the relevant division or, where appropriate, shall ask the division head to approve his/her proposal for a topic within the time limit set out in the calendar of the relevant academic year. The division head shall appoint a thesis supervisor and an opponent.

2. The qualification thesis shall be prepared in the language of the degree program, in the required structure, meeting the requirements in terms of content and scholarship of the degree program. The methodological guidelines for the preparation of the thesis are stipulated by decision of the Rector. For degree programs conducted in the Czech language, the dean of the faculty may permit the submitting of a qualification thesis in Slovak or another language; however, the defense of the qualification thesis shall always take place in the language in which the degree program is conducted.
3. A change of the topic or supervisor of the qualification thesis is possible only with the approval of the relevant division head.
4. The student is obliged to discuss the qualification thesis in person with the supervisor of the qualification thesis on an ongoing basis.
5. The student shall submit the qualification thesis in the required form, format, and method of submission for defense within the deadline set by the calendar of the academic year.
6. The thesis supervisor and opponent shall prepare a written evaluation of the qualification thesis (hereinafter the "evaluation") and publish the evaluation in the University of Finance and Administration IS no later than 5 working days before the defense of the qualification thesis so that the student can become familiar with it. The thesis supervisor and opponent are also obliged to check the originality of the thesis through the qualification thesis database.
7. In particular, the opponent shall indicate in his/her assessment whether the qualification thesis meets the content and formal requirements imposed on it, whether the qualification thesis contains serious deficiencies and, if so, what they are, and what questions will be asked in the defense. The assessment shall include an explicit statement as to whether or not it recommends the qualification thesis for defense and an overall assessment using grades of "excellent" (1), "very good" (2), "good" (3), or "fail" (4).
8. The supervisor of the qualification thesis shall propose in his/her report an overall grade for the thesis using the grades "excellent" (1), "very good" (2) or "good" (3), given that he/she has approved the acceptance of the qualification thesis for defense by awarding credit for the courses Bachelor Project 2 or Master Project 2.
9. The defense of the qualification thesis takes place before an examination committee for state final examinations.
10. The qualification thesis submitted by the candidate for the defense shall be published for public review at a place designated by decision of the Rector at least five working days before the date of the defense. By submitting this qualification thesis, the author agrees to the publication of this qualification thesis pursuant to the Higher Education Act (Š 47b), regardless of the outcome of the defense. The University of Finance and Administration publishes, on a non-profit basis, qualification theses that have been defended through a qualification thesis database maintained by the university, including the assessments of the opponents and a record of the progress and result of the defense. The method of publication shall be determined by decision of the Rector.
11. Anyone may make extracts, copies, or reproductions of published qualification theses at their own expense.

## **Article 10**

### **Leave of absence**

1. A student studying during the standard term of study may request a leave of absence for serious personal (particularly health), social, or employment reasons.
2. A student has the right to a leave of absence at any time in connection with pregnancy, childbirth, or parenthood throughout the entire recognized period of parenthood. A leave of absence during the recognized period of parenthood shall not be counted towards the total period of absence referred to in paragraph 3.
3. A leave of absence may be taken for a maximum total period of two years for bachelor's degree programs and one year for postgraduate master's degree programs, whereas studies at another foreign higher education institution approved by the University of Finance and Administration shall not be counted towards this period.
4. A leave of absence may be taken no earlier than after completing the first semester of study, except in serious cases worthy of special consideration. A leave of absence may apply for full semesters or years of study, depending on the request of the student. A request for a leave of absence must be made before the start of the semester or year.
5. The Director of the Office of Student Affairs shall make the approval decision on the leave of absence. The student may appeal the decision within 30 days of being notified of the result. The Rector is the appellate authority.
6. The leave of absence will be recorded in the student's transcript. The individual is not considered a student during the leave of absence.
7. At the end of the leave of absence, the individual shall be entitled to re-enroll in studies. After a leave of absence, a student must request enrollment in writing before the expiration of the leave of absence. After a leave of absence, the student shall enroll as usual in the year and semester in which the leave of absence was begun, or in accordance with recognized study obligations.
8. If a student does not meet the obligation to apply in writing to commence studies before the expiration of the leave of absence, this shall be deemed a failure to meet the requirements of the degree program according to the Study and Examination Regulations and shall constitute grounds for terminating studies. The Prorector for Legislation and Degree Programs shall decide on the completion of studies. The student may appeal the decision within 30 days of being notified of the result. The Rector is the appellate authority.

## **Article 11**

### **Repeating years and courses**

1. If a student fails to meet the conditions for advancement to a higher year, the Prorector for Legislation and Degree Programs may authorize a repeat of the year at the written request of the student. The student may appeal the decision within 30 days of being notified of the result. The Rector is the appellate authority. A student who fails to earn at least 40 credits must repeat the year.

2. An application for extension of studies beyond the standard term of study may only be approved for students who are no more than 20 credits short of completing all their study obligations; for larger numbers of missing credits, the student must request to repeat the year. The Director of the Office of Student Affairs shall decide on extensions beyond the standard term of study. The student may appeal the decision within 30 days of being notified of the result. The Rector is the appellate authority.

3. A maximum of two years may be repeated during the course of university studies, each of which may be repeated no more than once; exceptions may be granted by the Rector. When repeating a term, the student shall enroll in all courses for which he/she has not met the requirements of the relevant curriculum.

4. When repeating a course (if not repeating a year), a student need not complete the prescribed amount of coursework only if he/she agrees with the teacher on alternative fulfillment of study obligations at the beginning of the semester.

5. If the student has not registered even for a single examination and the examiner has not awarded a grade of "incomplete", the student will be given this grade by the academic department. A student may re-enroll in a course no more than twice. An exception may be granted by the Rector.

## **Article 12**

### **Transfer**

1. Where a student has been admitted from another university or higher vocational school to the University of Finance and Administration (hereinafter "transfer"), the Prorector for Legislation and Degree Programs shall decide whether to recognize examinations or the fulfillment of other study obligations and whether to impose differential examinations, including recognizing examinations taken as part of studies in a degree program carried out by a university or faculty and the recognition of examinations or other study requirements or courses or other integral parts of studies taken as part of studies in an accredited educational program at a higher vocational school and the placement of the student in a year and semester.

2. The student may appeal a decision made under paragraph 1 within 30 days of being notified of the result. The Rector is the appellate authority.

3. A similar procedure shall be followed in the case of transfer between degree programs within the University of Finance and Administration, admission of a student after having previously completed studies at the University of Finance and Administration, and enrollment after a leave of absence. A transfer is usually linked to an individual curriculum.

4. The rules for admission, recognition of examinations, graded credits, and credits taken at other universities or higher education institutions shall be specified in the Rector's decision.

## **Part Three**

### **Doctoral degree program**

#### **Article 13**

The doctoral degree program is focused on scientific research and independent creative activity in the field of research or development.

#### **Article 14**

##### **Doctoral advisory board**

1. The advisory board of a doctoral degree program (hereinafter “doctoral advisory board”) is the basic technical, oversight, and evaluation body for doctoral studies (Article 47(6) of the Act). It is responsible to the Rector for its activities.
2. Members of the doctoral advisory board are appointed and dismissed by the Rector following approval by the University Council of the University of Finance and Administration.
3. A doctoral advisory board has nine members.
4. The chair of a doctoral advisory board is the program director of the doctoral degree program.
5. A doctoral advisory board shall have a quorum if a simple majority of its members is present. Resolutions shall be adopted by a simple majority of those present.
6. A doctoral advisory board shall meet whenever necessary, but at least twice a year. Meetings shall be chaired by the chair or a member delegated by the chair. Minutes of the meetings of a doctoral advisory board shall be taken and submitted to the Prorector for Research and Development and the Rector.
7. In particular, a doctoral advisory board:
  - a) updates and expands the doctoral degree program,
  - b) monitors and evaluates the ongoing studies in the given degree program,
  - c) proposes to the Rector the appointment and dismissal of faculty advisors,
  - d) approves the dissertation topics to be announced,
  - e) proposes to the Prorector for Research and Development the appointment and removal of course supervisors,
  - f) proposes to the Rector the appointment of members of the examination committee for specialist entrance examinations,
  - g) nominates candidates to the Rector for appointment to the examination committee for state doctoral examinations,
  - h) nominates candidates to the Rector for appointment to the examination committee for the defense of doctoral dissertations.
  - i) submits candidates for faculty advisor, the state doctoral examination committee, and the dissertation defense committee to the University Council for approval.
8. A doctoral advisory boards are governed by the Rules of Procedure of the given doctoral advisory board.

## **Article 15**

### **Faculty advisor**

1. Faculty advisors must be professors, associate professors, or other distinguished experts with the academic title of PhD, must have the academic rank of DrSc, CSc, or an equivalent academic title, or must have an academic rank approved by the University Council. Advisors are appointed by the Rector.
2. In the event of proven non-performance of duties, an advisor may be dismissed. Such dismissal is effected by the Rector at the proposal of the doctoral advisory board.
3. The faculty advisor
  - a) assists in the preparation of the doctoral student's Individual Plan of Studies (hereinafter the “plan of studies”) and submits it to the Prorector for Research and Development for approval,
  - b) ensures the scholarly development of the student and monitors the implementation of the plan of studies,
  - c) prepares an annual “Doctoral Student Evaluation”,
  - d) professionally and methodologically supervises the preparation of the doctoral student's dissertation.

## **Article 16**

### **Admissions and enrollment**

1. The conditions of the admissions procedure are governed by other regulations of the University of Finance and Administration. The admissions procedure is conducted in the language of the degree program (with differences for foreign language examinations). The admissions examination consists of a technical examination and a foreign language examination. The technical examination shall be held before a three-member examination committee. The examination committee for the technical examination and its chair are appointed by the Rector at the proposal of the doctoral advisory board. The Rector shall appoint an examiner in a foreign language at the proposal of the head of the Languages Division. The Rector shall make the admission decision. The decision must be issued within 30 days of verification of the conditions for admission. The applicant may appeal the decision within 30 days of being notified of the result. The Rector is the appellate authority.
2. The applicant becomes a student of the University of Finance and Administration doctoral degree program on the registration date. The applicant shall register by the deadlines set by the University of Finance and Administration. No later than by the registration date the applicant is required to submit to the University of Finance and Administration a signed study contract, proof of payment of tuition, and his/her photograph for the purpose of making a student ID card and publishing it in the University of Finance and Administration IS. Registration will not be performed without submitting these documents.
3. Students of doctoral degree programs study in a credit system based on the principles of the ECTS – European Credit Transfer System (hereinafter the “credit system”), with the



exception of students of doctoral degree programs who have not commenced studies in the credit system.

4. Students of the doctoral degree program take 60 credits in a year. A student who has earned at least 30 credits for courses taken in the first year may enroll in the second year, and only a student who has earned at least 90 credits for courses taken in previous years may enroll in the third year. In justified cases, the Rector, at the recommendation of the Prorector for Research and Development, may grant an exception to the minimum number of credits in the form of conditional enrollment for a higher year of study. The student shall enroll in the higher year of study in all courses specified in the curriculum for the higher year of study and in courses not completed in accordance with the curriculum of the previous year. The student shall pay for these courses based on the cost of credits in the given academic year.

5. Payment of the tuition fee is also a condition of enrollment in a higher year.

## **Article 17**

### **Plan of studies**

1. A doctoral plan of studies specifies the conditions that a student must fulfill in the course of his/her studies and upon completion of his/her studies. The plan of studies for each year of study shall include the prescribed required or elective courses, including their total credits, and other study obligations specified in paragraphs 2 and 3.

2. The plan of studies of a doctoral studies student contains not only a list of courses in the doctoral degree program, but also a schedule of planned dates for doctoral examinations, the topic of the doctoral dissertation, the time frame for working on it, and the overarching dates of the state doctoral examination and defense of the doctoral dissertation. This schedule is drawn up by the student at the beginning of his/her studies under the guidance of his/her faculty advisor.

3. The following are also part of the plan of studies:

- a) publication of at least two or more peer-reviewed journal articles related to the dissertation topic,
- b) presentation at no fewer than two conferences with publication of a paper related to the dissertation topic,
- c) involvement in research work, especially at the home facility, with documented outputs (involvement in projects, publications, reviews, etc.),
- d) presentation of the research result at a workshop or conference of doctoral students at the University of Finance and Administration, at least twice during the term of study,
- e) involvement in international research activities,
- f) in the case of full-time study, pedagogical activities.

4. The student shall fulfill the plan of studies under the guidance of the faculty advisor.

5. Evaluation of the fulfillment of the plan of studies is included in the annual "Doctoral Student Evaluation".

6. The plan of studies and any changes thereto are subject to approval by the Prorector for Research and Development.

## **Article 18**

### **Evaluation of the course and outcome of studies**

1. Individual courses are concluded with credit or a doctoral examination during the course of study.

2. Credit shall be graded as “credit” or “no credit”. The content of the doctoral examination and the rules for its assessment are determined by the doctoral program supervisor in cooperation with the course supervisor. The doctoral examination takes place in the form of a written seminar paper with an oral discussion and is recorded in the University of Finance and Administration IS. The doctoral examination is graded "pass" or "fail." The student is informed of the result immediately upon completion. A record of the doctoral examination is made and kept at the Office of Student Affairs.

3. The examiner is entitled to terminate the doctoral examination if the student seriously or repeatedly violates the examination rules, uses unauthorized aids during the examination, or otherwise seriously disrupts the examination. Termination of the examination under the first sentence corresponds to a grade of "failure".

4. If a student fails to appear for a doctoral examination for serious reasons, he/she must duly provide an excuse for his/her absence to the examiner within 7 days of the examination date and request that the examiner set an alternative date. An alternative date may be set only after the reasons for non-attendance no longer apply, but not earlier than two weeks after the original date. If the student does not excuse his/her absence on the date specified or if the excuse is not judged by the examiner to be justified, the PhD examination shall be graded “incomplete”. A grade of “incomplete” corresponds to a grade of “fail” and the examination date is forfeited. The student may appeal the examiner's decision not to accept the excuse to the Prorector for Research and Development within 7 days of notification.

5. The PhD examination may be repeated twice. On the second make-up examination date (third attempt), the student shall take the examination before at least a two-member committee appointed by the Prorector for Research and Development. The Rector shall decide on the authorization of an extraordinary date and time for the board examination at the request of the student. The student may appeal the decision within 30 days of being notified of the result. The Rector is the appellate authority. A repeat of the doctoral examination is possible after a minimum of two weeks have elapsed from the date on which the student was given a grade of “fail”.

6. At the beginning of the academic year, the faculty advisor periodically checks the fulfillment of the plan of studies. The minimum requirement for enrollment in a higher year shall always be the completion of at least part of the plan of studies of the previous year, in accordance with Article 16(4). The result of the check shall be recorded by the faculty advisor in the “Doctoral Student Evaluation” report, which shall contain the elements specified in the plan of studies (Article 17) and shall indicate whether or not he/she recommends that the student continue his/her studies.

7. The “Doctoral Student Evaluation” shall be approved by the Prorector for Research and Development. Approval of the “Doctoral Student Evaluation” is a condition for the student's

enrollment in the higher year. If a student fails to meet the conditions for enrollment in a higher year (i.e. has not earned at least 30 credits in the first year or 90 credits in the second year) or has not earned at least 150 credits in the third year, the student may apply to the Prorector for Research and Development for permission to repeat the year. The student may appeal the decision within 30 days of being notified of the result. The Rector is the appellate authority.

8. When repeating a year, the student shall enroll in all courses for which he/she has not met the requirements of the curriculum of the relevant accredited degree program. The tuition for the repeated year is calculated on the basis of the credit value of the courses that the student is completing in the repeated year. A maximum of two years may be repeated during the course of university studies, each of which may be repeated no more than once; exceptions to this rule may be granted by the Rector.

9. A student who fails to meet the study obligations set out in the plan of studies or fails to pass the state doctoral examination or defend his/her dissertation within the standard term of study may apply for an extension of the standard term of study by one academic year. The request may be approved only if the missing study requirements do not exceed 30 credits. The Prorector for Legislation and Degree Programs will decide on the request. The student may appeal the decision within 30 days of being notified of the result. The Rector is the appellate authority.

10. If the application is approved, an addendum to the study contract is concluded. An addendum to the study contract may be concluded only for the two years following the end of the standard term of study. In cases of special consideration, the Rector may authorize a longer term of study. Extension of studies is subject to a fee, the amount of which is set by the Board of Directors in an internal regulation of the University of Finance and Administration.

## **Article 19**

### **Studies and pedagogical activities**

1. Studies shall be conducted in the Czech language. The dissertation may be written in English with the approval of the faculty advisor; the dissertation defense is conducted in Czech.

2. A full-time student is obliged to carry out teaching activities as assigned by the head of the division where the teaching is performed, following agreement with the faculty advisor. The scope and form of this activity are governed by other regulations of the University of Finance and Administration.

## **Article 20**

### **State doctoral examination**

1. A state doctoral examination is a board examination, public and oral.

2. Only professors, associate professors, and other eminent experts in a given field with the academic title of Ph.D. or the scientific rank of DrSc or CSc or equivalent academic degree or academic rank may administer a state doctoral examination.

3. The examination committee for a state doctoral examination is composed of three members (chair and two members). These members of the State Doctoral Examination

Committee shall be appointed by the Rector at the proposal of the doctoral advisory board from a list of persons approved by the University Council. Other members of the examination committee may be appointed by the Ministry.

4. The content of the state doctoral examination shall be courses concluded by a state doctoral examination in accordance with the Model Plan of Studies of the given doctoral program.

5. The state doctoral examination shall be held on dates set by the Rector at the proposal of the Prorector for Research and Development, at a time before the date of the dissertation defense allowing the result of the state doctoral examination to be included in the application for dissertation defense. The state doctoral examination is normally held once per semester.

6. A student who has passed all the doctoral examinations prescribed in the plan of studies and who has at least partially fulfilled the other obligations referred to in Article 16(4) may apply for the state doctoral examination. The student must submit a written application for the state doctoral examination to the Prorector for Research and Development at least one month before the date set for the state doctoral examination. The compulsory components of the application form are specified in other regulations of the University of Finance and Administration.

7. The chair of the examination committee is responsible for conducting the state doctoral examination and the activities of the examination committee. The state doctoral examination shall be commenced by the drawing of lots for questions and concluded by the chair of the examination committee. The progress and result of the state doctoral examination is recorded in the "State Doctoral Examination Report" signed by all members of the examination committee and entered into the University of Finance and Administration IS. The result of the state doctoral examination shall be decided by the examination committee in a closed session immediately after the end of the state doctoral examination by vote of a majority of the members of the examination committee. The result of the state doctoral examination is publicly communicated to the student immediately after the vote. The state doctoral examination shall be graded "pass" or "fail". A grade of "fail" shall also be given in cases of withdrawal from the state doctoral examination at any time after the examination has begun. In the event of a grade of "fail", the student may apply to repeat the state doctoral examination. The retake may take place no earlier than four months after the date on which the student failed the state doctoral examination. The state doctoral examination may be repeated only once.

8. The examination committee is entitled to terminate the examination if the student violates the examination rules grossly or repeatedly, uses unauthorized aids during the examination, or otherwise seriously disrupts the examination. Termination of the examination under the first sentence corresponds to a grade of "failure".

9. If a student fails to appear for the state doctoral examination on the examination date for serious reasons, he or she must justify his or her absence in writing to the Prorector for Research and Development within 7 days of the date of the examination. The date of the postmark is decisive for excuses sent by post. If the Prorector for Research and Development finds the reasons for the excuse to be sufficient, he/she shall authorize in writing the holding of the state doctoral examination on an alternative date. The student may appeal against the decision of the Prorector for Research and Development to the Rector within 7 days of being notified of the result. If the student fails to appear for the state doctoral examination on the specified date without a proper excuse, he/she shall receive a grade of "incomplete". A grade of "incomplete" corresponds to a grade of "fail" and the examination date is forfeited. A student who fails to

report for the state doctoral examination without an excuse may apply in writing for a retake of the state doctoral examination, which may take place no earlier than four months after the original date of the examination.

10. If a student repeatedly fails to successfully complete the state doctoral examination, this shall be grounds for termination of studies. The Prorector for Research and Development shall decide on the termination of the studies. The student may appeal the decision within 30 days of being notified of the result. The Rector is the appellate authority.

## **Article 21**

### **Dissertations**

1. The preparation of a dissertation is carried out under the technical and methodological guidance of the faculty advisor. The structure of the dissertation shall correspond to the requirements of the assigned topic and shall result in the presentation of new findings. The dissertation must contain original and published results or results accepted for publication. Partial results of the dissertation for students studying in the credit system are graded during the course of study with credits from the courses Dissertation Project 1, 2, and 3, which are awarded by the faculty advisor.

2. The dissertation defense committee is composed of professors, associate professors, and other distinguished experts in the field approved by the University Council. Members of the dissertation defense committee are appointed by the Rector. The examination committee for the defense of the dissertation is composed of seven members (including the chair). Its chair and other members are appointed by the Rector at the proposal of the doctoral advisory board. At least two members of this examination committee shall not be academic staff members of the University of Finance and Administration. The faculty advisor shall also attend the meetings of the examination committee for the defense of the dissertation as a guest and shall not vote on the outcome of the defense. At least one opponent must attend the meeting of the examination committee.

3. The interim evaluation of the dissertation is the discussion of the dissertation at a meeting of the supervising faculty (division) – what is known as a "minor defense". Minutes of the "minor defense" are taken with recommendations for modifications to the dissertation, which are forwarded by the division head to the chair of the dissertation defense examination committee. The dissertation may be submitted for defense only if the minutes of the "minor defense" are available to the dissertation defense committee.

4. A written application for the defense of the dissertation shall be submitted to the Prorector for Research and Development upon the successful completion of the state doctoral examination. The acceptance of the application for dissertation defense is also dependent on fulfilling all study obligations prescribed by the plan of studies (i.e. earning 180 credits, for students studying under the credit system) and the settlement of all the student's financial obligations towards the University of Finance and Administration, in particular the payment of tuition and administrative fees. The mandatory annexes and requirements of the application form, the substantive and formal requirements of the dissertation, and other procedures are laid down in other regulations of the University of Finance and Administration.

5. The Prorector for Research and Development shall appoint, at the proposal of the chair of the dissertation examination committee, three opponents who will prepare a written evaluation (hereinafter the "assessment") of the submitted dissertation and submit it to the chair of the dissertation examination committee. In the assessment, they shall rate in particular the extent to which the stated objective of the dissertation was achieved and the contribution of the dissertation to the advancement of the field. At the end of the review, they will recommend or not recommend the dissertation for defense.

6. The date of the defense shall be set by the Rector at the proposal of the Prorector for Research and Development, who shall request an opinion from the chair of the examination committee and the faculty advisor, within 60 days of submitting the application for defense of the dissertation. The date is approved by the Rector. The student shall be notified in writing of the date and place of the defense at least three weeks in advance. At the same time, copies of the assessments of the opponents are sent to the student.

7. The dissertation defense is public. The dissertation and assessments are available to the public at the Secretariat of the Prorector for Research and Development and at the Library Services Center of the University of Applied Sciences.

8. The chair of the examination committee is responsible for conducting the doctoral dissertation defense and managing the activity of the examination committee. The examination committee shall have a quorum if at least five members, including the chair, and at least one of the opponents are present. The defense of the dissertation shall take place even if the conclusions in the opponents' assessments are negative, provided that the student insists on the defense. At the end of the defense, the examination committee shall vote in closed session on the outcome. A record of the defense is kept and signed by the chair of the examination committee. The compulsory components of the report are specified in other regulations of the University of Finance and Administration.

9. The voting of the dissertation defense examination committee on the result of the dissertation defense is conducted in secret. On their ballots, all parties shall vote for one of the alternatives "defended" or "not defended". The chair of the dissertation defense examination committee shall appoint two scrutineers from among the committee members who shall inform the committee of the result of the vote. The result shall be announced publicly by the chair to the student immediately after the counting of the votes has been completed. An opinion of "pass" is accepted if a majority of the members of the examination committee vote in favor of the opinion. Otherwise, the student shall not be deemed to have succeeded in defending the dissertation. If the student has not succeeded in defending the dissertation, the examination committee shall determine the manner, extent, and form in which the dissertation is to be reworked. A repeat defense attempt may take place no sooner than six months after the date of the unsuccessful defense; a dissertation defense may be repeated only once.

10. If a student fails to appear for the dissertation defense on the examination date for serious reasons, he or she must justify his or her absence in writing to the Prorector for Research and Development within 7 days of the date of the defense. The date of the postmark is decisive for excuses sent by post. If the Prorector for Research and Development finds the reasons for the excuse to be sufficient he/she shall authorize in writing the holding of the defense on an alternative date. The student may appeal the decision of the Prorector for Research and Development to the Rector within 7 days of being notified of the result. If the student fails to appear for the dissertation defense on the specified date without a proper excuse, he/she shall receive a grade of "incomplete" and shall forfeit the defense date. A student who fails to report

for a dissertation defense without an excuse may apply in writing for a repeat attempt at the defense, which may take place no earlier than four months after the original date of the defense.

11. If a student repeatedly fails to successfully defend the doctoral dissertation, this shall constitute grounds for termination of studies. The Prorector for Research and Development shall decide on the termination of the studies. The student may appeal the decision within 30 days of being notified of the result. The Rector is the appellate authority.

## **Article 22**

### **Leave of absence**

1. A student may request a leave of absence for one academic year for serious reasons no more than twice during the course of his/her studies.

2. A student has the right to a leave of absence at any time in connection with pregnancy, childbirth, or parenthood throughout the entire recognized period of parenthood. A leave of absence during the recognized period of parenthood shall not be counted towards the total period of absence referred to in paragraph 1.

3. The decision to take a leave of absence shall be made by the Prorector for Research and Development, taking into account the opinion of the faculty advisor. The student may appeal the decision within 30 days of being notified of the result. The Rector is the appellate authority.

4. During the leave of absence, the student shall cease to be considered a full-time student of the doctoral degree program.

5. At the end of the leave of absence, the individual shall be entitled to re-enroll in studies. After a leave of absence, a student must request enrollment in writing before the expiration of the leave of absence. After a leave of absence, the student shall enroll as usual in the year and semester in which the leave of absence was begun, or in accordance with recognized study obligations

6. If a student does not meet the obligation to apply in writing to commence studies before the expiration of the leave of absence, this shall be deemed a failure to meet the requirements of the degree program according to the Study and Examination Regulations and shall constitute grounds for terminating studies. The Prorector for Legislation and Degree Programs shall decide on the completion of studies. The student may appeal the decision within 30 days of being notified of the result. The Rector is the appellate authority.

## **Part Four**

### **Joint and final provisions**

#### **Article 23**

#### **Termination of studies**

1. Studies shall be duly completed by graduation from an accredited study program. The date of completion of studies shall be the date of successfully passing the state final examination or the state doctoral examination prescribed for the completion of studies or the last part thereof, or the date the qualification thesis or dissertation is successfully defended.
2. The diploma and diploma supplement are proof of the completion of the bachelor's degree program and of the award of the academic title of "bachelor" (abbreviated as "BSc." and placed before the bearer's name).
3. The diploma and diploma supplement are proof of the completion of the postgraduate master's degree program and of the award of the academic title of "engineer" or "master" (abbreviated as "Ing." or "Mgr." and placed before the bearer's name).
4. The diploma and diploma supplement are proof of the completion of the doctoral degree program and of the award of the academic title of "doctor" (abbreviated as "Ph.D." and placed after the bearer's name).
5. Studies may also be terminated by:
  - a) withdrawal from studies,
  - b) failure of the student to meet the requirements of the accredited degree program pursuant to Articles 4(7), 8(8), 8(18), 9(8), 20(10), 21(11), 22(6), and 26(2),
  - c) failure of the student to meet the requirements of an accredited degree program stipulated by Article 8(8) and Article 18(7) and (9) and refusal of his/her application for an extension of studies beyond the standard term of study or for a repeat year,
  - d) revocation of the accreditation of the degree program,
  - e) lapse of the accreditation of the degree program pursuant to Article 80(5) of the Higher Education Act;
  - f) expulsion from studies pursuant to 47fve in conjunction with 47e(3) of the Higher Education Act,
  - g) expulsion from studies pursuant to 65(1)(c) or 67 of the Higher Education Act.
6. The date of the termination of studies referenced in paragraph 5(a) shall be the date on which a written declaration of withdrawal from studies is received by the University of Finance and Administration. The date of the termination of studies referenced in paragraph 5(b) shall be the date on which the decision to terminate studies enters into legal force. The date of the termination of studies referenced in paragraph 5(c) shall be the date of the decision to reject the student's request for an extension of the term of study beyond the standard term of study or the student's request for permission to repeat a year. The date of the termination of studies referenced in paragraph 5(d) shall be at the latest the date specified in the decision of the National Accreditation Office. The date of the termination of studies referenced in paragraph 5(e) shall be the date on which the University of Finance and Administration has announced the cancellation of the degree program or the date on which the accreditation granted has ended. The date of the termination of studies referenced in paragraph 5(f) shall be the date on which a



decision on the invalidity of the state examination prescribed for the completion of studies in the degree program or any part thereof has taken effect. The date of the termination of studies referenced in paragraph 5(g) shall be the date on which the decision to expel the student from studies becomes final.

## **Article 24**

### **Decisions on student rights and obligations**

The rights and obligations of students shall be decided by the competent bodies of the University of Finance and Administration pursuant to 68 of the Higher Education Act to the extent provided for therein.

## **Article 25**

### **Proceedings to invalidate all or part of a state examination or a dissertation defense**

1. The Rector shall decide on proceedings to declare the invalidity of a state final examination or any part thereof, a state doctoral examination, or the defense of a doctoral thesis.
2. The grounds for the decision to initiate invalidation proceedings shall include the opinion of a review committee. The review committee shall have seven members, six of whom are appointed by the Rector from among professors, associate professors, and other experts, and a seventh member appointed by the Rector from among the students of the University of Finance and Administration.
3. Invalidation proceedings shall be conducted in accordance with 47c et seq. of the Higher Education Act.

## **Article 26**

### **Provisions on study-related fees**

1. The Board of Directors of the University of Finance and Administration shall decide on the amount of tuition. Tuition fees may be increased during the course of study due to inflation no more than up to the amount of the consumer price index as reported by the Czech Statistical Office. The conditions for implementing

such an increase are specified in the study contract concluded between the University of Finance and Administration and the student. The fees associated with studies shall be transferred by the applicant or student to the University of Finance and Administration account specified or paid at the University of Finance and Administration cash desk.

2. The student is obliged to pay tuition and fees associated with studies, or any other applicable obligations to the University of Finance and Administration, in the amount and by the deadlines specified. Failure to comply with the obligation under the first sentence is grounds for termination of studies. The Protector for Legislation and Degree Programs shall decide on

the completion of studies. The student may appeal the decision within 30 days of being notified of the result. The Rector is the appellate authority.

3. The Chair of the Board of Directors shall decide on the reduction or waiver of fees associated with studies or the postponement of their due dates (hereinafter "relief") in accordance with the following principles:

- a) the request for relief must be made in writing by the student,
- b) the request for relief must be in the student's own words, stating plausible and substantiated reasons for granting relief,
- c) the request for relief shall be accompanied by the student's original document confirming the relevant circumstances for granting the relief.

4. The Chair of the Board of Directors shall grant the request, or not grant it, or return it to the student as inadequately substantiated.

5. In deciding on relief, the Chair of the Board shall take into account, in particular, the student's documented state of health or social complications or may give special consideration provided that this does not require or permit that studies be interrupted.

6. The University of Finance and Administration charges an administrative fee for administrative actions. The actions and the amount of the fee for performing them are determined by the Board of Directors. The set fee shall become one of the elements of an administrative act and the act cannot be carried out if it is not paid on time.

## **Article 27**

### **Forms of communication and delivery of documents**

1. The basic forms of communication between the University of Finance and Administration and its students or the participants in a Continuing Education Course are via the University of Finance and Administration Information System (University of Finance and Administration IS) and via delivery of documents using a postal services provider.

2. Students and participants in Continuing Education Courses are obliged to notify the University of Finance and Administration without delay of any change to their personal data, residence, or mailing address in order to ensure the possibility of continuous mutual communication.

Letters are delivered as a matter of principle using the University of Finance and Administration IS. This also applies to decisions granting requests to permit an extraordinary examination date, requests to repeat a year, requests to extending studies beyond the standard term of study, requests for recognition of examinations and other study requirements, and decisions on the award of scholarships. Students are obliged to check their mail at least once every 2 days in the University of Finance and Administration IS in order to ensure the possibility of continuous communication with each other.

Decisions on termination of studies due to failure to meet the requirements of the degree program under these Study and Examination Regulations, decisions on disciplinary infractions, decisions on expulsion from studies of a student who has been admitted to study as a result of

fraudulent behavior, and decisions on suspension of studies are always delivered by personal delivery.

If a document in proceedings under Section 68 of the Higher Education Act cannot be served on a student because the student has failed to comply with his/her obligation to provide the University of Finance and Administration with his/her mailing address or with the address of his/her data box, or if the document cannot be served at the address for service notified by the student, it shall be served by public . decree.

## **Article 28**

### **Final provisions**

1. The Study and Examination Regulations of Vysoká škola finanční a správní, a.s. registered by the Ministry of Education Sports on 31 May 2017 under no. MSMT-15207/2017-2 are hereby canceled.
2. These Study and Examination Regulations were approved by the Board of Directors of the University of Finance and Administration on 30 January 2020.
3. These Study and Examination Regulations of the University of Finance and Administration shall come into force pursuant to Sections 36(4) and 41(2) of the Higher Education Act on the date of registration with the Ministry of Education, Youth, and Sports.
4. These Study and Examination Regulations of the University of Finance and Administration [Vysoká škola finanční a správní, a.s.] shall enter into force on the day following the date of their registration with the Ministry of Education, Youth, and Sports.
5. These Study and Examination Regulations of the University of Finance and Administration [Vysoká škola finanční a správní, a.s.] shall take effect on the day following the date of their registration with the Ministry of Education, Youth, and Sports.

Bohuslava Šenkýřová  
Chair of the Board of Directors and  
Rector of Vysoká škola finanční a  
správní, a.s.